Approved For Release 2005/11/21 : CIA-RDP70-00211R000500190020-3

SECRET

The Records Center

MISSION:

The Chief, Records Center is responsible for operating the Agency Records Center and Vital Materials Repository and for implementing Records Management programs under the technical supervision of the Chief, Records Management Staff.

FUNCTIONS:

a. Provide adequate, secure holding and preserving facilities for the Agency and NSC inactive records and vital materials.

b. Operate the Records Center

(1) Receive and store inactive materials and materials for supplemental distribution.

(2) Maintain appropriate records and controls of inactive materials and materials for supplemental distribution.

(3) Serve requester for inactive materials and materials for supplemental distribution and issues such materials to authorized personnel.

(4) Implement retention schedules for inactive materials deposited in the Records Center.

(5) Destroy records in accordance with approved schedules.

(6) Preserve records of permanent value.

c. Operate the Vital Materials Repository.

(1) Receive and receipt for vital materials.

(2) File, index, cross-reference and control the vital materials.

(3) Dispose of materials by destruction or return to offices of origin as appropriate.

(4) Disseminate vital materials in event of an emergency, providing necessary services and controls.

(5) Maintain all machine record card files and equipment in a current state of readiness for emergency use.

(6) Prepare machine record reports of vital materials received, disposed and on hand.

(7) Provide machine record services for emergency use and [redacted] requirements.

(8) Maintain a central reference library.

25X1

SECRET

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500190020-3

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500190020-3

Printing and Reproduction Branch

FUNCTIONS:

a. Provide adequate printing, photographic and other reproduction equipment (except machine records reproduction equipment) for agency emergency use and maintain the equipment.

b. Provide printing, photographic and other reproduction services for agency emergency use and [redacted] requirements. 25X1

c. Initiate requisitions for and rotate supplies to ensure adequate stock levels of necessary items for agency emergency use [redacted] requirements. 25X1

d. Maintain proficiency in printing, photographic and other reproduction services.

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500190020-3

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500190020-3

d. Keep current plans for operations under [redacted] EMERGENCY PLAN (26 March 1957). This includes the accomplishment of Preparatory Actions as outlined in "Emergency Plan - Preparatory Actions", dated 3 April 1957. 25X1

e. Perform such other functions as may be necessary to accomplish the mission of the Records Center or to meet emergencies as may be directed by the [redacted] 25X1

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500190020-3